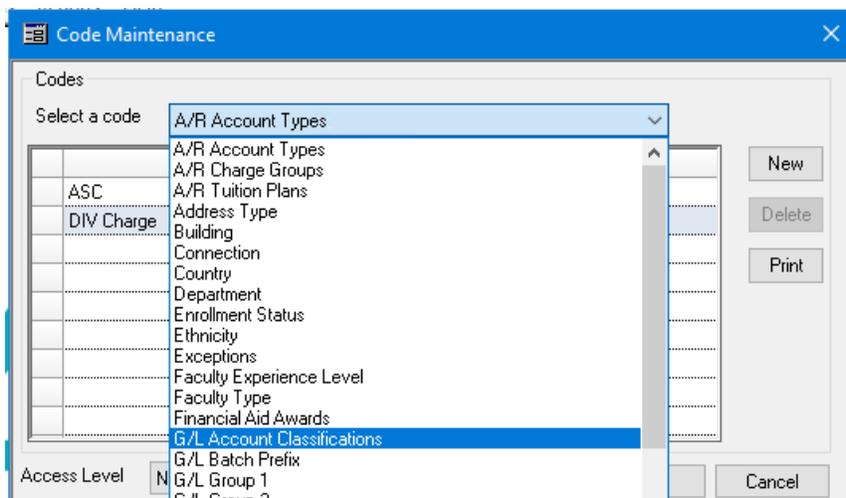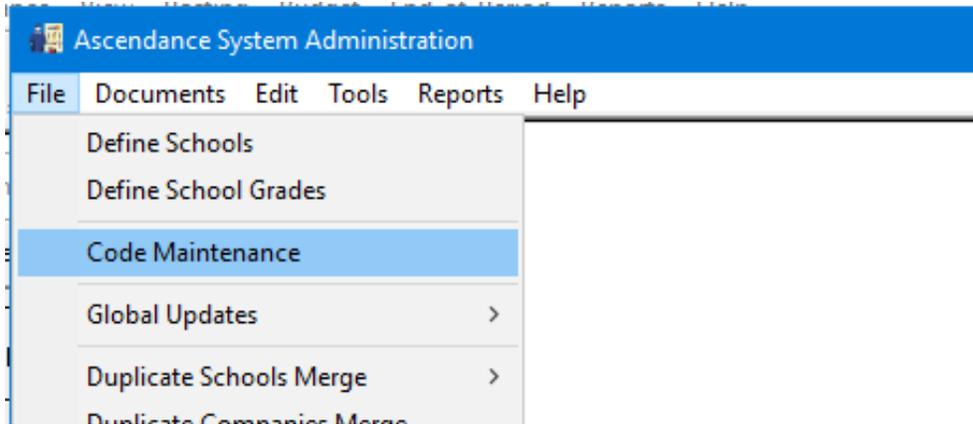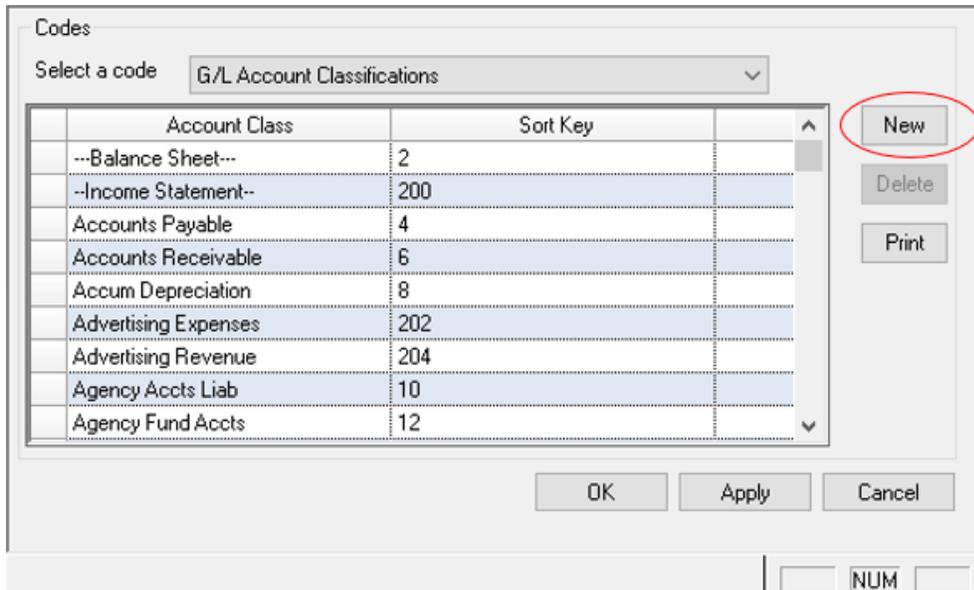# How do I Add A New Account Classification in General Ledger?

To set up a new Account Classification, go to the System Administration module, then select File>Code Maintenance>G/L Account Classifications:

Open the G/L Account Classifications item, and select New to create the new Class:

Manually key the new Class in the Account Class field and enter a Sort Order (Most codes are sorted alphabetically, but some codes allow you to indicate a numerical Sort Order. This functionality enables user to establish a Sort Order that will best suit the organization's needs. The Sort Order is used on reports and in drop-down lists.)
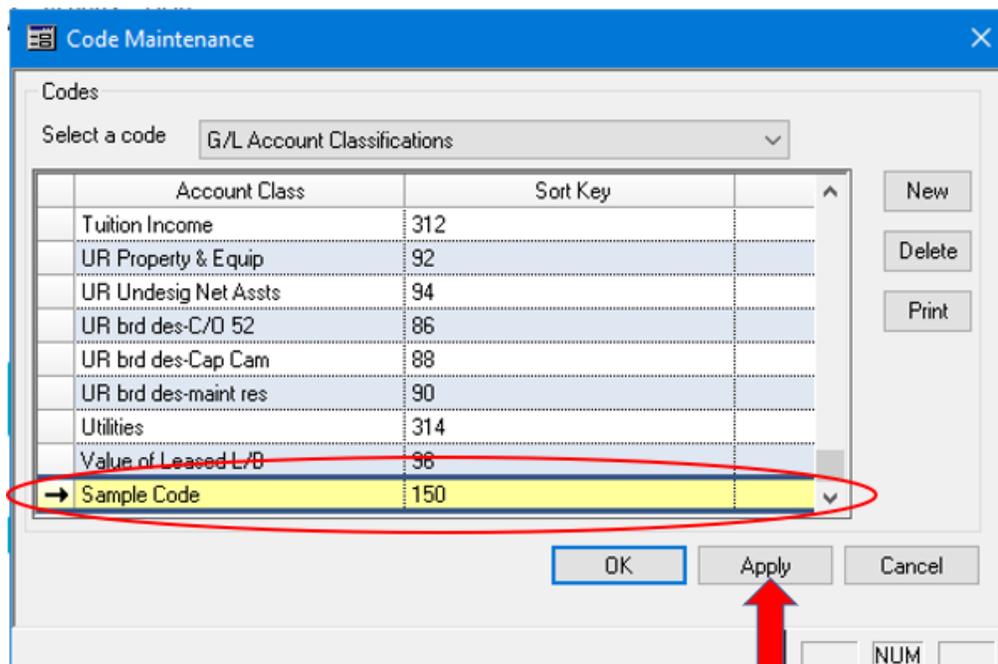
Click Apply to save the new entry, then click OK to close the window.

When the user logs back into GL, the new Account Classification will be available for selection from the Classification drop-list: